

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

January 22 - Next City Council Regular Meeting and Work Session

Looking Ahead

Monday, January 21: City offices closed, Transit canceled, courts closed, recycling moved to 1/23 (Martin Luther King, Jr. Day)

Wednesday, January 23: Monday's recycling collected

Thursday, January 24: Parking Authority, Social Services Board meetings

Friday, January 25: School Board retreat

Stay Informed!

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- [Get Alerts](#)
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- **WATCH!** [publiCITY](#) news show Season 2 coming in February
- **LISTEN!** [Rouss Review](#) podcast



Winter storms leaving inches of snow bookended the workweek. Photo by City employee Paul Meola.

City Manager's Takeaways

Attended quarterly Jail Authority Board meeting where Chief Piper was nominated by City Sheriff Taylor to be the next Vice Chair. Chief Piper was elected to the position.

Postponed annual Council Retreat that was to be held on Friday, January 18 to Friday, March 22 due to the forecasted inclement weather.

Attended monthly Planning Commission meeting where two CUPs were forwarded for Council's review during the January 22 Work Session - new condos at Creekside and redevelopment of the Old Hospital.

Public Safety

Winchester Police

- Conducted Women's Self Defense class, business checks with the City tax field auditor, and mental health checks.
- Attended Women's Homeless Shelter and CCAP meetings.
- Attended OpenGov meeting and reviewed new website.
- Planned new web series with the Communications Department.
- Continued administrative reviews policy and finalized 3 policies.
- Held Apple Blossom planning meeting with Virginia Defense Force.
- Welcomed 5 new recruits who began Academy this week.
- Violent crimes:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 14
- Property crimes:
 - Residential Burglaries - 2
 - Commercial Burglaries - 0
 - Other - 17

Winchester Fire and Rescue

- Conducted firefighter entrance testing for open position.
- Developed language to be used in the request for proposals (RFP) for the Burn Building General Contractor solicitation.
- Compiled department year-end statistics.
- Live video-streamed equipment demo for sUAS (drone) program.
- Completed paramedic class final; began Capstone performing as medic-in-charge under the supervision of a mentor.
- Completed a Handtevy (pediatric medication calculation and equipment) webinar.
- Finalized schedule for teaching First Aid/CPR to all of the Public Works employees; CPR instructors are completing a mandatory instructor update.
- Attended Firefighter Conference in West Point, Virginia.
- Investigated vehicle fire involving a commercial sweeper truck.
- Provided a child passenger safety seat check event specifically focused on the parents and students of Frederick Douglas Elementary School.
- Attended meeting on new residential community development with Planning Department.
- Uploaded [weekly incident report](#) to City website.

Police Activity	#
Calls for Service	883
Crash Reports	11
DUI/DWI	1
Alarms/False Alarms	25/25
Directed Patrols	59
Directed Patrols (OTW)	6
Extra Patrols	130
Extra Patrols (OTW)	2
Traffic Citations	101
Traffic Warnings	77
Special Events Permits Received/Approved	0/0 81 rec'd YTD

Fire Activity	#
Fire	6
Overpressure	0
EMS/Rescue	77
Hazardous Cond.	3
Service Call	11
Good Intent	5
False Alarms	7
Special Incident	0
Plan Review	2
Inspections	9
Reinspections	6

Emergency Management

- Monitored and distributed information relating to last weekend's Winter Storm and aftermath.
- Attended and participated in CERT revitalization meeting.
- Coordinated NICE recorder upgrade in the Emergency Communications Center.
- Continued to monitor and distribute forecast information.

Development Services

Economic Redevelopment

- Participated in Shenandoah University Business Symposium planning committee meeting.
- Prepared presentations and discussion topics for economic development strategic plan steering committee.
- Worked with regional workforce development partners on planning 2019 workforce events.
- Continued working with partners on redevelopment projects in Winchester.
- Held January Economic Development Authority meeting.

Winchester/Frederick County Tourism

- Closed ad sales for the 2019 Visitor Guide and in-house design has begun.
- Held Tourism Board meeting.
- Hosted and collaborated with the Harley Davidson Owners Group rally coordinator and assisted with planning efforts.

Old Town Winchester (OTW)

- Finalized 2019 Event rack card and ordered 5,000 for distribution.
- Preparing for Chocolate Escape on Saturday, February 9: prepared Facebook posts, conducted outreach to downtown businesses, developed press release, and printed event posters.
- Discussed holding a children's theatrical performance in OTW with Winchester Little Theater.
- Collected data for Annual Report.
- Continued to work with designer on 2019 OTW Shopping and Dining Guide.
- Sent reminder to OTW businesses regarding January 22 stakeholder meetings at 8:30 am and 2:30 pm.
- Filed paperwork to receive funds for the \$1,000 scholarship towards attending the National Main Street Conference.
- Finalized press release for applicants to apply for inclusion in the Creative Communities Partnership Grant application and submitted paperwork to receive grant Creative Communities Partnership Grant funds.
- Met with Special Event Contractor planning 2019 Events Press Conference for February 6 at noon at 50/50 Taphouse.

Zoning and Inspections

- Completed:
 - 44 building permit inspections and issued 152 building/trades permits (\$807,657 valuation). Notable permits:
 - 1870 Amherst Street - install 2 elevators - \$305,000 valuation
 - 333 W. Cork Street - remodel 2nd floor - \$215,000 valuation
 - 98 code enforcement inspections and initiated 12 new cases
 - 5 new business reviews (5 Certificate of Business, 0 Certificates of Home Business)
- Attended Planning Commission regular business meeting.

Permit #	Type	Address	Description	Value
19 00000012	PLBG	680 BERRYVILLE AVE	REPLACE PIPING	\$1,500
19 00000012	RREM	680 BERRYVILLE AVE	REMOVE & REPLACE DRYWALL & INS	\$4,500
19 00000031	PLBG	109 W WHITLOCK AVE	NEW FIXTURES/WATER SERVICE	\$1,000
19 10000018	PSDM	111 N LOUDOUN ST	DISP. OF MERCHANDISE	\$25
19 10000018	PSPS	111 N LOUDOUN ST	PORTABLE SIGN	\$10
18 00001660	ELEC	3103 VALLEY AVE STE 116	MOVING CABLE	\$200
19 00000012	MECH	680 BERRYVILLE AVE	NEW HEAT PUMP	\$6,000
19 10000009	PSD1	24 S LOUDOUN ST	OUTDOOR DINING	\$85
18 00001855	ELEC	313 N KENT ST	METER INSPECTION	\$0
19 00000035	ELEC	1775 NORTH SECTOR CT	FEE ADJUSTMENT FOR 18-1159	\$0
18 00001689	ELEC	893 FAIRMONT AVE	WALL HEATER & RECEPT	\$850
19 10000009	PSPS	24 S LOUDOUN ST	PORTABLE SIGN	\$10
18 00000569	FALL	2580 S PLEASANT VALLEY RD	AS-BUILT PLANS REVIEW	\$0
18 00001431	FIRE	1705 U 101 AMHERST ST	ALT TO ADDRESSABLE SYSTEM	\$5,100
18 00001228	MECH	3 S BRADDOCK ST	NEW GENERATOR	\$0
19 00000057	PLBG	3113 PAPER MILL RD	EXPANSION TANK	\$367
19 00000062	PLBG	102 W SOUTHWERK ST	EXPANSION TANK	\$367
19 00000043	PLBG	418 N BRADDOCK ST	EXPANSION TANK	\$367
19 00000054	PLBG	31 MONTAGUE AVE	EXPANSION TANK	\$367
19 00000042	PLBG	131 ACADEMY LN	EXPANSION TANK	\$367

Permit #	Type	Address	Description	Value
19 00000051	PLBG	2961 GRACE ST	EXPANSION TANK	\$367
19 00000053	PLBG	404 JOIST HITE PL	EXPANSION TANK	\$367
19 00000047	PLBG	2936 FIRST ST	EXPANSION TANK	\$367
19 00000061	PLBG	332 SHERIDAN AVE	EXPANSION TANK	\$367
19 00000045	PLBG	417 FAIRMONT AVE	EXPANSION TANK	\$367
19 00000070	PLBG	342 W WHITLOCK AVE	EXPANSION TANK	\$367
19 00000064	PLBG	325 SUMMIT AVE	EXPANSION TANK	\$367
19 00000065	PLBG	24 S WASHINGTON ST	EXPANSION TANK	\$367
19 00000016	PLBG	2350 S PLEASANT VALLEY RD	REPLACE GAS WATER HEATER	\$6,000
19 00000066	PLBG	218 S WASHINGTON ST	EXPANSION TANK	\$367
18 00001617	RREM	414 W MONMOUTH ST	REMODEL KITCHEN & 2 BATHROOMS	\$85,000
19 00000069	PLBG	335 W WHITLOCK AVE	EXPANSION TANK	\$367
19 00000048	PLBG	149 GARDEN CT	EXPANSION TANK	\$367
19 00000068	PLBG	315 W WHITLOCK AVE	EXPANSION TANK	\$367
19 00000046	PLBG	2905 FIRST ST	EXPANSION TANK	\$367
19 00000058	PLBG	2944 SECOND ST	EXPANSION TANK	\$367
19 00000041	PLBG	109 ACADEMY LN	EXPANSION TANK	\$367
19 00000050	PLBG	2956 GRACE ST	EXPANSION TANK	\$367
19 00000040	NGAS	815 E CORK ST	NEW A/C & FURNACE	\$600
19 00000063	PLBG	210 SUMMIT AVE	EXPANSION TANK	\$367
19 00000049	PLBG	116 E GERRARD ST	EXPANSION TANK	\$367
19 00000044	PLBG	136 BRUCE DR	EXPANSION TANK	\$367
19 00000052	PLBG	27 W HART ST	EXPANSION TANK	\$367
19 00000067	PLBG	18 W WHITLOCK AVE	EXPANSION TANK	\$367
19 00000055	PLBG	20 W NORTH AVE	EXPANSION TANK	\$367
19 00000059	PLBG	204 SHERIDAN AVE	EXPANSION TANK	\$367
18 00001234	MECH	3113 VALLEY AVE STE 106	REPLACE A/C	\$20,000
19 00000060	PLBG	309 SHERIDAN AVE	EXPANSION TANK	\$367
19 00000056	PLBG	249 OPEQUON AVE	EXPANSION TANK	\$367

Permit #	Type	Address	Description	Value
19 00000082	PLBG	510 CATHER AVE	EXPANSION TANK	\$367
19 00000104	PLBG	31 W BOND ST	NEW FIXTURES	\$500
18 00001791	ELEC	348 SHERIDAN AVE	SWITCHES & RECEPTS	\$0
19 00000078	PLBG	422 N BRADDOCK ST	EXPANSION TANK	\$367
19 00000101	PLBG	603 HANDLEY AVE	EXPANSION TANK	\$367
19 00000076	PLBG	420 W CECIL ST	EXPANSION TANK	\$367
19 00000094	PLBG	2943 S PLEASANT VALLEY RD	EXPANSION TANK	\$367
19 00000032	ELEC	6 RICHARDS AVE	ADD STROBE LIGHTS	\$800
19 00000089	PLBG	2924 SECOND ST	EXPANSION TANK	\$367
19 00000030	MECH	556 EAGLE DR	REPLACE FURNACE	\$2,800
19 00000095	PLBG	2945 SECOND ST	EXPANSION TANK	\$367
18 00001785	ELEC	923 ORCHARD AVE	REPLACE ENT CABLE	\$150
19 00000079	PLBG	441 ROYAL ST	EXPANSION TANK	\$367
19 00000083	PLBG	1028 S KENT ST	EXPANSION TANK	\$367
19 00000091	PLBG	2933 GRACE ST	EXPANSION TANK	\$367
19 00000040	MECH	815 E CORK ST	NEW A/C & FURNACE	\$6,200
18 00001788	ELEC	514 N CAMERON ST APT A	REPLACE METER BOX	\$100
19 00000077	PLBG	422 MOSBY ST	EXPANSION TANK	\$367
19 00000071	PLBG	334 W CECIL ST	EXPANSION TANK	\$367
18 00000650	PLBG	2350 S PLEASANT VALLEY RD	WATER/SEWER SERVICE/ CROSS CON.	\$20,000
18 00001784	ELEC	229 MOLDEN DR	SVC UPGRADE-UG	\$5,000
19 00000105	PLBG	45 W BOND ST	NEW FIXTURES	\$500
19 00000084	PLBG	1317 S LOUDOUN ST	EXPANSION TANK	\$367
19 00000099	PLBG	2973 GRACE ST	EXPANSION TANK	\$367
19 00000096	PLBG	2955 S PLEASANT VALLEY RD	EXPANSION TANK	\$367
19 00000074	PLBG	403 W CECIL ST	EXPANSION TANK	\$367
19 00000098	PLBG	2961 SECOND ST	EXPANSION TANK	\$367
19 00000085	PLBG	1517 DALTON PL	EXPANSION TANK	\$367
18 00001789	ELEC	1347 BERRYVILLE AVE	SWITCHES & RECEPTS	\$1,000

Permit #	Type	Address	Description	Value
19 00000075	PLBG	417 BRIARMONT DR	EXPANSION TANK	\$367
18 00001790	ELEC	200 BELLVIEW AVE	FIRE REPAIR	\$1,800
17 00000189	ELEC	1515 S LOUDOUN ST	REMODEL	\$2,000
19 00000080	PLBG	503 MONTICELLO ST	EXPANSION TANK	\$367
18 00001787	ELEC	726 S KENT ST	NEW HVAC	\$600
19 00000088	PLBG	2912 GRACE ST	EXPANSION TANK	\$367
19 00000103	ELEC	286 LINDEN DR	REMODEL 18-704	\$10,500
19 00000081	PLBG	506 N BRADDOCK ST	EXPANSION TANK	\$367
19 00000072	PLBG	336 LONGVIEW AVE	EXPANSION TANK	\$367
18 00001560	ELEC	328 LINDEN DR	NEW HOME	\$600
19 00000100	PLBG	3029 PAPERMILL RD	EXPANSION TANK	\$367
19 00000087	PLBG	2840 BROADVIEW ST	EXPANSION TANK	\$367
19 00000086	PLBG	2625 WINDWOOD DR	EXPANSION TANK	\$367
19 00000073	PLBG	348 W WHITLOCK AVE	EXPANSION TANK	\$367
19 00000092	PLBG	2935 S PLEASANT VALLEY RD	EXPANSION TANK	\$367
19 00000090	PLBG	2929 SECOND ST	EXPANSION TANK	\$367
19 00000097	PLBG	2956 SECOND ST	EXPANSION TANK	\$367
19 00000093	PLBG	2941 SECOND ST	EXPANSION TANK	\$367
18 00000363	ELEC	1887 AMHERST ST	REMODEL	\$25,000
19 00000129	PLBG	449 IMPERIAL ST	EXPANSION TANK	\$367
19 00000126	PLBG	437 HANDLEY AVE	EXPANSION TANK	\$367
19 00000116	PLBG	308 W BOSCAWEN ST	EXPANSION TANK	\$367
19 10000017	PSPS	101 N LOUDOUN ST	PORTABLE SIGN	\$10
19 00000145	PLBG	428 MILLER ST	EXPANSION TANK	\$367
19 00000124	PLBG	510 W CLIFFORD ST	EXPANSION TANK	\$367
19 00000127	PLBG	1637 HANDLEY AVE	EXPANSION TANK	\$367
19 00000114	PLBG	601 BELLVIEW AVE	EXPANSION TANK	\$367
19 00000149	PLBG	3105 PAPERMILL RD	EXPANSION TANK	\$367
19 10000022	PSPS	142 N LOUDOUN ST	PORTABLE SIGN	\$10

Permit #	Type	Address	Description	Value
19 00000117	PLBG	534 N BRADDOCK ST	EXPANSION TANK	\$367
19 00000143	PLBG	227 MILLER ST	EXPANSION TANK	\$3,677
19 00000110	PLBG	109 AMHERST ST	EXPANSION TANK	\$367
19 00000137	PLBG	418 S KENT ST	EXPANSION TANK	\$367
19 00000138	PLBG	1030 1040 S KENT ST	EXPANSION TANK	\$367
19 00000118	PLBG	564 N BRADDOCK ST	EXPANSION TANK	\$367
19 00000140	PLBG	105 107 LEE ST	EXPANSION TANK	\$367
19 00000150	PLBG	2918 S PLEASANT VALLEY RD	EXPANSION TANK	\$367
19 00000133	PLBG	404 S KENT ST	EXPANSION TANK	\$367
19 00000139	PLBG	115 LATANE ST	EXPANSION TANK	\$367
19 00000136	PLBG	414 S KENT ST	EXPANSION TANK	\$367
19 00000159	PLBG	507 S STEWART ST	EXPANSION TANK	\$367
17 00001137	ELEV	1870 AMHERST ST	INSTALL 2 ELEVATORS	\$305,000
19 00000109	PLBG	132 ACADEMY LN	EXPANSION TANK	\$367
19 00000141	PLBG	314 W LEICESTER ST	EXPANSION TANK	\$367
19 00000162	PLBG	515 TENNYSON AVE	EXPANSION TANK	\$367
19 00000158	PLBG	132 SHIRLEY ST	EXPANSION TANK	\$367
19 00000131	PLBG	419 JEFFERSON ST	EXPANSION TANK	\$367
19 00000152	PLBG	2408 ROBYN TERR	EXPANSION TANK EXPANSION TANKE	\$367
19 00000132	PLBG	521 JEFFERSON ST	EXPANSION TANK	\$367
19 10000017	PSD1	101 N LOUDOUN ST	OUTDOOR DINING	\$85
19 00000160	PLBG	321 SUMMIT AVE	EXPANSION TANK	\$367
19 10000024	PSPS	19 E BOSCAWEN ST	PORTABLE SIGN	\$10
19 00000128	PLBG	424 IMPERIAL ST	EXPANSION TANK	\$367
19 00000154	PLBG	2925 SECOND ST	EXPANSION TANK	\$367
19 00000151	PLBG	2939 S PLEASANT VALLEY RD	EXPANSION TANK	\$367
19 00000125	PLBG	434 HANDLEY AVE	EXPANSION TANK	\$367
18 00001530	SIGN	2580 S PLEASANT VALLEY RD	2 BLDG MOUNTED SIGNS	\$9,100
19 00000123	PLBG	405 CIRCLE DR	EXPANSION TANK	\$367

Permit #	Type	Address	Description	Value
19 10000022	PSDM	142 N LOUDOUN ST	DISP. OF MERCHANDISE	\$25
19 00000148	PLBG	716 NATIONAL AVE	EXPANSION TANK	\$367
18 00001618	NRRM	333 W CORK ST	REMODEL 2ND FLOOR	\$215,000
19 00000142	PLBG	328 LONGVIEW AVE	EXPANSION TANK	\$367
19 10000021	PSPS	141 S LOUDOUN ST	PORTABLE SIGN	\$10
19 10000021	PSD1	141 S LOUDOUN ST	OUTDOOR DINING	\$85
19 00000119	PLBG	2804 BROADVIEW ST	EXPANSION TANK	\$367
19 00000111	PLBG	2809 BALDWIN ST	EXPANSION TANK	\$367
19 00000113	PLBG	500 BARR AVE	EXPANSION TANK	\$367
19 00000144	PLBG	352 MILLER ST	EXPANSION TANK	\$367
19 00000155	PLBG	2964 SECOND ST	EXPANSION TANK	\$367
19 00000161	PLBG	429 SUMMIT AVE	EXPANSION TANK	\$367
19 00000163	PLBG	1613 VAN COUVER ST	EXPANSION TANK	\$367
19 00000121	PLBG	414 S CAMERON ST	EXPANSION TANK	\$367
19 00000147	PLBG	698 NATIONAL AVE	EXPANSION TANK	\$367
19 00000130	PLBG	407 JEFFERSON ST	EXPANSION TANK	\$367
19 00000115	PLBG	656 BELLVIEW AVE	EXPANSION TANK	\$367
19 00000156	PLBG	575 SELDON DR	EXPANSION TANK	\$367
19 00000120	PLBG	2829 BROADVIEW ST	EXPANSION TANK	\$367
19 00000122	PLBG	419 W CECIL ST	EXPANSION TANK	\$367
19 00000135	PLBG	412 S KENT ST	EXPANSION TANK	\$367
19 00000146	PLBG	415 MOSBY ST	EXPANSION TANK	\$367
18 00001850	BLDG	30 S CAMERON ST	INSTALL SOLAR ARRAY	\$24,010
19 00000153	PLBG	432 ROYAL ST	EXPANSION TANK	\$367
19 00000157	PLBG	304 SHENANDOAH AVE	EXPANSION TANK	\$367
19 00000134	PLBG	406 S KENT ST	EXPANSION TANK	\$367
19 00000112	PLBG	2812 BALDWIN ST	EXPANSION TANK	\$367
19 00000012	PLBG	680 BERRYVILLE AVE	REPLACE PIPING	\$1,500
Total: 163				\$807,657

Planning

- Staffed the 4+hour long January 15th Planning Commission meeting where the Commission recommended approval of a PUD rezoning request for Oakcrest Builders at 3131 Valley Avenue and also recommended approval of the senior housing addition to the old hospital structure. The latter public hearing item entailed extensive public comment and had been tabled at the December 18, 2018 Commission meeting.
- Prepared updated staff reports for the January 22nd Council meeting where the Dental Office parking buffer CUP is scheduled for public hearing. Also prepared updated staff reports and supplemental materials for the January 22nd Council work session where the following items will be presented prior to Council public hearings in February:
 - **ROW-18-500** A right-of-way vacation and conveyance for greenspace adjoining the National Gateway roundabout,
 - **RZ-18-893** A 4.5-acre PUD overlay zoning to permit 45 condo units at Creekside at 3131 Valley Avenue, and
 - **CU-18-815** A request for waivers of development standards to allow a 130,000 sq. ft. addition to the existing Health Service District complex at 333 W Cork St
- Worked on Strategic Plan, Goal II summary slides for the Council Retreat which has subsequently been postponed.
- Staffed the January 17th BAR meeting. The case for roof replacement that was started without BAR approval or a building permit was approved.
- Scripted the second Winchester 101 History segment for the Rouss Review Podcast series. Also prepared to be the featured guest on the January 24th podcast to explain the proposed project at the old hospital site on Cork Street and provide the Planning Commission results and next steps overview.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Public Services

- City Hall renovations: The new sliding doors were installed in the Innovation and Information Services offices on the 4th floor.
- Met with the City Manager and Finance to review the upcoming construction projects. Over the next 6 months, there will be 14 different capital improvement projects that will be advertised for construction bids.
- Advertised the project to make repairs to the original buildings at the water treatment plant for construction bids. Bids are due on March 12.
- Provided a presentation to the City's INSIGHT Citizen's Academy on infrastructure and capital projects.
- Worked with GIS to complete a VDOT survey related to the statewide roadway data collection effort that will be completed between now and 2026.

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	0	1	#
	Mowing	0	0	Acres
	Miles of streets swept	0	6	Miles
	Tons of leaves hauled	13.50	29.55	Tons
Trees	Dead/diseased trees removed	0	2	#
	Trees trimmed	46	61	#
	Stumps removed	6	6	#
Traffic	Street signs Installed/replaced	22	52	#
	Pavement markings repainted (City)	0	0	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	126.09	265.58	Tons
	Recycling collected	60.15	85.23	Tons
	Large item pickups	7	7	#
Transit	Total passengers	2,685	4,744	#
	Revenue miles pick up/drop off	3,895	6,975	Miles
	Revenue hours pick up/drop off	361.42	648.34	Hours
Utility billing	Payments processed	1,598	3,474	#
	New bills mailed out	3,358	3,358	#
	Water services turned off (non-payment)	0	0	#
Water treatment plant	Average daily water demand	5.79	5.75	Million gallons/day
	Peak daily water demand	5.93	6.03	Million gallons/day
Wastewater treatment plant	Average daily flow treated	8.96	9.86	Million gallons/day
	Peak daily flow treated	10.30	12.23	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	0	#
	Water meters read	1,056	4,531	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	3,341	4,830	Linear feet
	After-hours call outs	1	4	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	4	5	#
	Floodplain permits issued	4	4	#
	Utility as-builts reviewed	0	1	#
	Right-of-way permits issued	2	4	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	2	#
	Erosion and sediment control inspections	52	104	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	26	45	#
	Special events assistance	0	1	#
	Maintenance of pedestrian mall	39	73	Staff hours
Equipment maintenance	Total repairs completed	75	169	#
Winchester Parking Authority	Work requests completed	8	17	#
	Special events - assistance provided	1	2	#
	Vandalism or property damage issues	0	0	#
	New monthly rentals	8	9	#
	Monthly rental cancellations	0	0	#
	Hourly parkers (all four garages)	871	2,047	#
	Park-Mobile transactions	362	586	#

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	750
Water service lines replaced (number)	0	1
Water meters replaced (number)	0	566
Sanitary sewer mains replaced/lined (linear feet)	0	0
Sanitary sewer laterals replaced (number)	0	2
Sanitary manholes replaced (number)	0	3
Sidewalks replaced (linear feet)	50	4,843

Support Services

Innovation and Information Services (IIS)

- Corrected issues found in testing by departments for Personal Property Semi-Annual billing.
- Enhanced changes for Personal Property Semi-Annual billing that have been put into production.
- Upgraded the Barracuda Web Application Firewall (WAF).
- Prepped network connectivity for tax preparation services at the War Memorial Building.
- Worked with Motorola Vendor to get new IP Logger connected at TPSC.
- Met with vendor to discuss server and storage refresh.
- Worked on FirstNet - getting account and portal set up, setting tentative schedule, etc. Switching to FirstNet for cellular telecommunications will result in a cost savings and improved efficiency.
- Continued testing to HTML5 version of NaviLine.
- Worked with CentralSquare to move Click2Gov to the cloud.
- Continued OpenData project including meeting with Police.
- Assisted Human Resources with Occupational Safety & Health Administration (OSHA) report.

Parks & Recreation

- Accepted applications for Aquatics Specialist Position, Athletic Specialist, Lifeguard, Recreation Center Attendant, and Child Care Assistant.
- Closed on January 13 due to inclement weather and closed temporarily on January 18 to assist Winchester Public Schools with the evacuation of Daniel Morgan Middle School caused by a bomb threat.
- Held Athletics Specialist interviews.
- Attended Shenandoah Valley Tennis Authority (SVTA) meeting.
- Met with Shenandoah University Tennis.
- Met to discuss Wilkins Lake anniversary observance.
- Meeting to discuss 275th Anniversary events with Communications Director.
- Began Pee Wee Basketball, Cheerleading, Indoor Soccer, and Soccer Shots programs this week.
- Held Hive and Hive Club programs at full enrollment.
- Contracted vendor to make repairs to War Memorial Building heating system.
- Worked on completing winter maintenance projects.
- Hosted AARP Tax Preparation in the War Memorial building (until April 15th).

Social Services

- Received 140 Benefit Program applications: 33 SNAP, 93 Medicaid, 4 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief, 8 Energy Assistance Program
- Provided case management to:
 - 3,245 Medicaid cases
 - 1,617 SNAP cases
 - 73 TANF cases
 - 15 Auxiliary Grant cases
 - 38 individuals receive VIEW services
 - 47 families/98 children receive Child Care Subsidy Assistance (42 families/70 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	217/120
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	61
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	62
Benefit program fraud & overpayment referrals/investigations	0/7
CPS family assessments & investigations of alleged maltreatment	113
Family Service intakes	18
Adult Protective Service referrals	1
Adult services case management load	11
Adult guardianships/cases	2/64
Adult Protective Service investigations/intakes	14/2
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	2

Communications

- Distributed the January 16 CitE-News issue.
- Handled 11 media requests for City information and staff interviews and 12 media requests for WPD.
- Handled or began processing 2 FOIA requests.
- Met with Engineering to discuss the use of Adobe Creative Cloud (namely Illustrator) for site plan mark-ups across departments.
- Met with GIS to select photos for OpenData site.
- Planned segments and scheduled recordings for the next Rouss Review podcast to be released on January 24.
- Prepared and scheduled to send the February edition of the Park's ActivitE-News.
- Created and posted ads and Channel 6 slides for upcoming Park programs.
- Worked on a redesign of the Public Services newsletter RE:SOURCE to be distributed with utility bills.
- Provided support to the Police Department during Daniel Morgan Middle School bomb threat and evacuation. Posted updated on social media, on Park and WPD websites and via Park newsletter.
- Interviewed by WDVM about Rouss Review launch.
- Working on the board and commission procedure updates and operational manual.
- Attended EDA meeting.
- Attended conference call for Citibot implementation kickoff. Citibot will allow local residents to text service requests and search the City's website by asking questions via text. Integrates with the City's existing 311 service.
- Held INSIGHT Citizen's Academy session on budgeting, infrastructure and capital projects.
- Met with the Park to discuss 275th anniversary of Winchester and Wilkins Lake anniversary programs.
- Continued working on the Winchester Police microsite creation as the old site is experiencing issues.
- Distributed winter storm information and the City's response updates during last weekend's storm via the City's notification system, social media, local and regional media notices, website, channel 6, and more.
- Researching how to provide a live feed of the City's traffic monitoring cameras on the website for public viewing.
- Met with Stormwater Engineer to discuss required website updates for the MS4 permit and brainstormed ideas for enhanced community outreach. Created an illicit discharge service request option in the City's 311 system where local residents can report suspected violations directly to engineering staff.

Date	News Releases
1/13	City delays opening - read
1/15	Winchester Fire & Rescue responds to early morning vehicle fire - read
	Arrest made and second suspect wanted in armed breaking and entering - read
1/16	Man arrested on gun and drug charge - read
1/18	WPD assisting with DMMS evacuation - read
	Second arrest made in armed breaking and entering - read
	UPDATE: Virginia State Police report no charges in officer involved shooting - read

Date	Articles in <i>The Winchester Star</i>
1/12	Kicking the habit: Varied methods help reduce heroin use
1/14	First snow of 2019 blankets region
	City personal property tax
	Police looking into report of breaking and entering
1/15	U.S. Education Department investigating city schools
	Our Views - 'Francesca' fallout
	Winchester police: Crack deal preceded killing
	App provides new way to help local law enforcement
1/16	Stores and apartments envisioned for vacant Winchester Towers site
	Plea deal made in Winchester prostitution case
	City bookstore saved from fire
1/17	Panel backs senior living center approval
	Judge: Property wasn't tax exempt
	Man at scene faces drug, gun charges
	Winchester man sought in armed break-in
1/18	Regional Jail seeks \$23 million budget

Date	Segments on WDVM
1/14	City of Winchester launches podcast on the city's past and present - watch
1/16	Winchester Police searching for second suspect in armed home invasion - watch
	Man arrested in connection to Winchester homicide - watch
	U.S. Department of Education opens investigation into Winchester Public Schools - watch
	Residents react to proposed senior living center - watch